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**Command Policy**

**SELF-INSPECTION PROGRAM**

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This instruction establishes procedures for administering the 7 AF Self-Inspection Program. It outlines responsibilities and implements AFD 90-2, *Inspector General – The Inspection System*, AFI 90-201, *Inspector General Activities*, and PACAFI 90-201, *PACAF Inspector General Inspection Activities*. It applies to all personnel assigned to 7th Air Force (not including 51 FW & 8 FW).

**SUMMARY OF REVISIONS**

The terminology “Common Core Compliance Area” replaced “Compliance Inspection Item” to match recent changes in AFI 90-201 (paragraph 2.4.1). Responsibilities of 7 AF/CVI are clarified with emphasis on providing 7 AF/CV with the results of each 7 AF-wide semi-annual self-inspection (paragraph 2.). The responsibility of each 7 AF organization to provide 7 AF/CVI with the names of their self-inspection monitors has been added to reflect current practices (paragraph 2.2.). A bar (|) indicates revision from the previous edition.

**1. General.** All 7 AF organizations will conduct semi-annual self-inspections to ensure compliance with all applicable USAF common core compliance areas, USAF/PACAF special interest items, PACAF mission performance checklist items (also identified as PACAFDIR 90-series documents), and any other additional compliance items deemed essential to performance.

**| 2. Responsibilities:**

2.1. 7 AF/CV will monitor the correction of non-compliance items identified by subordinate organizations, and elevate such items, as required, to 7 AF/CC.

**| 2.2.** 7 AF/CVI will:

2.2.1. Keep a current list of the appointed Self-Inspection Monitor for each 7 AF Group, Director and Staff Agency. Monitor the progress of self-inspections throughout the 7 AF.

2.2.2. Collect the self-inspection reports from each 7 AF Group, Director and Staff Agency and provide the results to 7 AF/CV.

2.2.3. Review and make changes, if necessary, to the self-inspection program to ensure 7 AF remains in compliance with higher headquarters guidance.

2.3. 7 AF group commanders, directors and staff agency chiefs will:

2.3.1. Appoint an overall group, director, or staff agency self-inspection monitor and provide the individual's name and grade to 7 AF/CVI.

2.3.2. Ensure every subordinate functional area develops a consolidated self-inspection checklist, as described in paragraph 3.1. of this instruction, and performs semi-annual self-inspections.

2.3.3. Correct, or elevate to the 7 AF/CV through 7 AF/CVI, all non-compliance items identified by subordinate functional areas during their self-inspections.

2.3.4. Provide 7 AF/CVI with a copy of all non-compliance items, as well as proposed corrective action plans, identified by subordinate functional areas during their self-inspections or, in the absence of non-compliance items, a memorandum for record confirming completion of self-inspection.

2.4. 7 AF functional areas will:

2.4.1. Develop a consolidated self-inspection checklist as described in paragraph 3.1. of this instruction. Ensure the self-inspection checklist contains applicable USAF common core compliance areas, USAF/PACAF special interest items, PACAF mission performance checklist (also identified as PACAFDIR 90-series documents) items, and any other additional items deemed essential to performance.

2.4.2. Review and correct self-inspection checklists prior to every self-inspection.

2.4.3. Perform semi-annual self-inspections.

2.4.4. Record the results of each self-inspection. Record status of compliance ("yes" for in compliance, "no" for not in compliance) on every item contained in the self-inspection checklist.

2.4.5. Report the results of each self-inspection to the commander, director or staff agency chief.

2.4.6. In addition to the latest self-inspection report, retain the previous two semi-annual reports (three total) for historical records. If units elect to perform additional self-inspections within this time frame, unit self-inspection monitors should keep these extra reports as well for historical records.

### 3. Procedures:

3.1. Functional area self-inspection checklists will be a consolidated list of questions, answerable with a "yes" or "no," for all applicable compliance items. The consolidated list will be developed from the following: applicable USAF common core compliance areas, applicable USAF/PACAF special interest items, applicable PACAF mission performance checklist items (also identified as PACAFDIR 90-series documents), and any other additional items deemed essential to performance. Every attempt will be made to keep functional area self-inspection checklists limited to only applicable compliance items.

3.1.1. All current USAF common core compliance areas can be found in AFI 90-201, Attachment 6. Group, director and staff agency functional areas need to analyze all PACAF mission performance checklist items (or PACAFDIR 90-series documents) for possible cross compliance.

3.1.2. Some functional areas may have unique compliance issues not identified in any common core compliance areas, special interest item, or mission performance checklist. They will develop their own questions for compliance and add them to their consolidated self-inspection checklist.

3.2. Semi-annual self-inspections will occur in every functional area during the months of December and June. Self-inspection reports will be completed and forwarded to 7 AF/CVI no later than the fifteenth day of January and July.

3.3. Semi-annual self-inspection report format is at the discretion of the respective commander, director or staff agency chief. An estimated date for compliance will accompany every self-inspection non-compliance item reported.

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Commander